


September 30, 2022

TO: Post Rock District 4-H Club Leaders

FROM: Nora Rhoades 
District 4-H Youth Development Extension Agent
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SUBJECT: **4-H CLUB ANNUAL RESPONSIBILITIES**

Thank you for your leadership to extend the mission of Kansas 4-H in the Post Rock District. The 2022-2023 4-H year begins October 1, 2022. Please complete the following tasks to remain in good standing and be successful this year. If you have any questions please reach out to any Post Rock District office.

TASK	COMPLETED
<p>Member Enrollment: Five or more members, from three or more families, need to be enrolled in the club to maintain charter with Kansas 4-H. Each member must be enrolled in at least one 4-H project experience. Enrollment begins October 1 through Kansas 4-H Online at www.kansas4-h.org/resources/4-h-online.</p> <p>October 1 through November 15 is the Post Rock District’s priority enrollment period. After this time, an email will be sent to families not properly enrolled/re-enrolled letting them know that we have not received their enrollment into the program for the current year or that it remains incomplete. After November 30, incomplete and inactive memberships will be dropped from correspondence lists and lose 4-H participation privileges until the enrollment process is completed.</p>	
<p>Leader Registration and Screening: Two or more adult volunteer leaders need to be fully registered and screened through 4-H Online to maintain charter with Kansas 4-H. Complete this at www.kansas4-h.org/resources/4-h-online. If renewal is missed, you will have to start the comprehensive screening process from the beginning.</p> <p>October 1 through November 30 is the Post Rock District’s priority registration period for volunteers. After this time, an email will be sent to volunteers not properly registered/renewed letting them know that we have not received their registration into the program for the current year or that it remains incomplete. After December 30, incomplete and inactive volunteers will be dropped from correspondence lists and lose 4-H volunteer/participation privileges until the registration process is completed. Costs associated with criminal background checks for essential 4-H volunteers such as chartered club leaders and district-wide project leaders will be covered by the District Governing Board.</p>	
<p>Regular Meeting Schedule: The club needs to have an established place of operation and regularly scheduled meeting dates. The local Post Rock District office is to be notified of the anticipated 2022-2023 meeting dates, times and meeting locations by November 1. If your meeting details change throughout the year, please notify the office as soon as possible.</p>	

TASK	COMPLETED
<p>Officer Election: Democratically elected officers are to serve the club. The 2022-2023 elected officers and any appointed individuals to serve on county-level committees are to be reported to the local Post Rock District office by November 1.</p>	
<p>Civil Rights Certification: The club is to review the enclosed <i>Notice of Civil Rights</i> letter and complete the Civil Rights Certification Statement. Return it to the local Post Rock District office by November 1.</p> <p>Club leadership has consulted with the local Post Rock District office and is aware of the process required to support the commitment of K-State Research and Extension and Kansas 4-H.</p> <p>K-State Research and Extension is committed to providing equal opportunity for participation in all programs, services and activities. Program information may be available in languages other than English. Reasonable accommodations for persons with disabilities, including alternative means for communication (e.g., Braille, large print, audio tape, and American Sign Language) may be requested by contacting the event contact two weeks prior to the start of the event. Requests received after this date will be honored when it is feasible to do so. Language access services, such as interpretation or translation of vital information will be provided free of charge to limited English proficient individuals upon request.</p>	
<p>Annual Financial Review: The club must appoint a financial review committee. This is to consist of at least three adults OR two adults and two youth. Committee members may NOT be signatories on the financial account(s) or have familial or financial relationships to the treasurer.</p> <p>Prior to the committee meeting, the treasurer must prepare all items necessary for the review. All members of the committee will complete a thorough review and complete the Annual Financial Report.</p> <p>By November 1, submit to the local Post Rock District office your club's completed Annual Financial Report. You must also submit the October 2021 and September 2022 statements for every account! Post Rock District's Director and 4-H Youth Development Agent will complete an audit of the club's financial report using these submitted materials. Then, the Post Rock District Governing Board will review and approve the financial status of each club as an affiliated organization.</p> <p>Post Rock District will offer a financial review committee to each 4-H club. Three trusted adults will complete the Annual Financial Report for your club. To utilize this option, clubs must submit the treasurer's prepared materials by November 1. All materials and results of the review will be returned to the club within 14 business days. Any clubs with an incomplete or a concerning Annual Financial Report will be requested to complete a second annual review through this process before financial statuses are presented to the Governing Board.</p>	
<p>Constitution and Bylaws: The current constitution and bylaws of the official club/group are to be on file with the local Post Rock District office by November 1. If there are no changes from last year, notify the office. If you do not have these documents, contact the office and we will assist you with getting them in place this year.</p>	

TASK	COMPLETED
<p>Current Contact Information: Post Rock District 4-H communications to members, families and volunteers will take place through email as the primary method of official correspondence. Post Rock District will use the contact email listed in 4-H Online. Remind all youth and adults to keep their 4-H Online profile current so correspondence is not missed. Multiple emails and phones can be listed in 4-H Online.</p>	
<p>Read the Newsletter: Remind club members about the e-newsletter emailed to families using contact information in 4-H Online. The Post Rock District 4-H Newsletter is an essential communication tool to receive valuable information regarding local and district participation – and beyond.</p> <p>In addition to the newsletter, the Post Rock District website is a source of information and resources related to the District’s 4-H program. The Facebook page “Post Rock 4-H” and Facebook private group “PRD Insider Experience”, and member emails and phone numbers in 4-H Online will be used between newsletter releases as needed.</p>	
<p>4-H Online Management: Club leaders and project leaders who are currently registered volunteers and in good standing with Post Rock District can be granted permissions to view approved data in 4-H Online in accordance with database capabilities and Kansas 4-H policy. After the priority enrollment period, we can provide access to those interested. Contact your local Post Rock District office for more details.</p>	
<p>4-H Fundraising: Fundraising efforts of affiliated Post Rock District 4-H Youth Development organizations (i.e. clubs, councils) are to follow Kansas 4-H and KSRE policies. Review the expectations at www.kansas4-h.org/4-h-programs/clubs/club-finances.</p>	
<p>4-H Branding: The 4-H Name and Emblem will be used in accordance to federal protections and standards as well as KSRE and Kansas 4-H policy. Post Rock District and affiliated clubs/groups will follow the Kansas 4-H and KSRE branding and marketing expectations. The use of the KSRE and Kansas 4-H co-wordmark is required on all 4-H marketing and publishing materials including print, digital, apparel and merchandise. This requirement applies to all designs created at the local, county and district levels – and beyond. Official licensed vendors are to be used. Review the expectations at https://www.kansas4-h.org/resources/marketing/.</p>	
<p>Club Sharing: Please regularly share photos and summaries of activities happening within your 4-H club. Submit by email to the 4-H Program Coordinator or Office Professional in your county. We are happy to share highlights from your club to the public through social media, newspaper, newsletters, etc. This is a great opportunity for club reporters.</p>	
<p>Club Seal: Start the 4-H year with the club seal in mind. It is a great tool to help your club think of ways to be a positive organization in the lives of your members. Keep track of your efforts as the year goes, and then submit at the end of the year to receive club recognition!</p>	

Enclosures: Notice of Civil Rights, Financial Review Checklist, Annual Financial Report Form, Club Seal Application
 CC: Post Rock District Staff



postrock.ksu.edu

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